

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

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COMMUNICATIONS, COMMAND AND CONTROL

International Maritime Satellite Commercial Telephone

1. **Summary.** This directive outlines the policies and procedures associated with use of United States European Command (USEUCOM) purchased International Maritime Satellite (INMARSAT) commercial telephone terminals.

2. **Applicability.** This directive applies to Headquarters, United States European Command and its assigned/attached component commands.

3. **Internal Control Systems.**

a. This directive contains internal control provisions and is subject to the requirements of the Internal Management Control Program. For HQ USEUCOM and Joint activities subordinate to HQ USEUCOM, the applicable internal control directive is ED 50-8.

b. Users of the INMARSAT terminals will ensure that all calls made are for official business. Users will log all calls, to include date, time, organization called, phone number and duration of calls in minutes. Any suspected use of the INMARSAT terminals for other than official business will be reported to the USEUCOM Inspector General for investigation.

c. At the end of each month, users will forward the total minutes called on the terminal to ECJ3-RM for accounting purposes.

d. At the end of the usage period, using organization will provide a complete set of phone logs to ECJ31-RM for reconciliation against telephone bills.

4. **Suggested Improvement.**

Suggestions and changes to this directive can be forwarded HQ USEUCOM/ECJ6, Unit 30400, Box 1000, APO AE 09128.

5. **Explanation of Terms.**

a. INMARSAT terminal - a commercial telephone terminal that uses commercial satellite access to make telephone calls.

b. Requester - staff or component asking to use a USEUCOM

INMARSAT terminal.

6. **Responsibilities.**

a. ECJ6.

- (1) Stores the terminals on a day-to-day basis.
- (2) Provides staff guidance on INMARSAT use.
- (3) Established annual maintenance contract for terminals.
- (4) Obtains a signed and dated hand receipt from the requester at the time of issuance of each INMARSAT terminal. ECJ6 will annotate the hand receipt with date and time of issue and turn-in.

b. ECJ3.

- (1) Allocates terminals to support contingency operations, exercises, or normal operations as required.
- (2) Establishes and maintains a budget line to cover contingency operations INMARSAT phone bills.
- (3) Validates contingency phone usages and authorizes payment of appropriate bills.

c. Comptroller.

- (1) Ensure budgetary projections submitted by the J3 and J6 for annual INMARSAT funding requirements are incorporated into the applicable Command Budget Estimate (CBE) or Program Objective Memorandum (POM) process.
- (2) Make appropriate fund allocations at the beginning of the fiscal year based upon relevant projections received from the J3 and J6 during the CBE process.

d. Requester.

- (1) Submits request for terminal 30 days prior to known operation or exercise. For contingency operations, makes request known as soon as possible.
- (2) Provides fund cite/MIRP to J3 to cover phone calls. Fund cite must be listed in the request message.
- (3) Provides own operators for the terminal.
- (4) Returns terminal to ECJ6 within five days after operation/exercise in clean and serviceable condition.

7. Policies and Procedures.

a. INMARSAT terminals are used to provide initial communications via commercial means to deployed forces in areas that lack robust local communications. The primary use of these terminals is for communications to military commands that lat. tactical assets (i.e. UHF tactical satellite nets or access to the Defense Information Infrastructure, formerly known as the Defense Communications Systems).

b. By international treaty, these terminals can not be used for combat operations. They are authorized for use for administrative and logistical support.

c. Requesters will send a message/memorandum to ECJ33 requesting use of a USEUCOM owned terminal. In the message the requester will provide a fund cite/MIRP to

cover the anticipated phone bills of their use of the terminals. ECJ31-RM and ECJ6 will be information addressees on the request.

d. ECJ33 will determine the validity of the request, coordinate with ECJ31 to determine that the fund cite/MIRP are valid, and inform ECJ6 to provide terminal to requesting organization.

e. The requester will hand receipt the terminal from ECJ6 and return it to ECJ6 within five days after the conclusion of the operation or exercise in a clean and ready state. The requester will be responsible for all phone bills incurred on the terminal for the entire time period that he holds the equipment. The requester is solely responsible for obtaining reimbursement from other organizations to which he provide terminal access.

f. During usage, requester will maintain a log of all calls made. The log will include date, time organization called, phone number called, and duration of the call in minutes. At the end of each month (if the terminal is used longer than a 30 day period), the total number of minutes the terminal is used will be sent to ECJ3-RM. ECJ3-RM will determine if sufficient funding is available to cover the phone bills. If the funds are insufficient, the requester will be required to provide additional funds to the J3.

g. Support Priority. Priority of support will be to military medical, humanitarian, and noncombatant evacuation operations in Africa and nations of the former soviet Union, as these regions lack sufficient commercial or U.S. military communications access.

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